



Anchorage School District

ETS ParaPro Assessment Reimbursement FAQ

What is the ASD reimbursement amount for the *ETS ParaPro Assessment*?

The ASD will remit an *ETS ParaPro Assessment* reimbursement to an eligible ASD employee for the amount of \$85.

Who is eligible for the *ETS ParaPro Assessment* reimbursement?

The recipient must be a current ASD employee, represented by the TOTEM bargaining unit, who has taken the *ETS ParaPro Assessment* within a year of the request. The district cannot reimburse employees who terminate ASD employment before the payment can be processed.

How do I request an *ETS ParaPro Assessment* reimbursement?

An eligible employee submits the *ETS ParaPro Assessment* scoresheet and the receipt (showing the amount paid) for the test fee to Zareena Clendaniel at the ASD Education Center. This paperwork can be delivered in-person or using ASD Interdepartmental Mail. The scoresheet and test fee receipt can also be emailed to Zareena at Clendaniel.Zareena@asdk12.org.

How long does it take for the reimbursement to be paid?

The reimbursement will be processed as quickly as possible after the scoresheet and test fee receipt are received. The district cannot remit payment to teachers who terminate ASD employment before a reimbursement can be processed.

Who do I contact if I have questions about the *ETS ParaPro Assessment*, reimbursement or meeting Title I NCLB paraprofessional requirements?

Contact Zareena Clendaniel at 742-7819 or email Clendaniel.Zareena@asdk12.org.

ETS ParaPro Assessment Reimbursement Variance

What if I take the *ETS ParaPro Assessment*, but do not attain a passing score?

In some cases, an employee may take the test, which does not result in a passing score. An employee may request remittance of a reimbursement when a passing score has not been attained. To download a variance request form, go online to www.asdk12.org/esea/paraprofessionals. Eligibility requirements for the variance include: The applicant must be a current ASD employee, represented by the TOTEM bargaining unit, who has taken the *ETS ParaPro Assessment* within a year of the request. The test must be taken in an attempt to meet NCLB requirements for Title I paraprofessionals. The applicant's principal/supervisor must approve the request.